

UPDATE

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UNITED WAY

THE 1976 UNITED WAY CAMPAIGN at the Hospital Center will be conducted during the week of September 8th through September 12th, 1975. The theme of the campaign this year is "When the need is the greatest -- employees respond best". We have some unusual conditions this year with so many people out of work - so the needs of people, particularly the unemployed, are greater than ever. This puts increased demands on the United Way agencies. However, it seems that when things are tough - during times of depression, years of recession, those who are working respond best "to help the other fellow." The goal of the United Way is to fund programs to help meet the needs of the total community and its disadvantaged citizens. You can help by giving a fair share pledge of one hour's pay per month. When you make your fair share pledge, you are helping yourself as well as "the other fellow" because, as the United Way slogan says -- Thanks to you - it works for all of us.

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B-MODE ULTRA SOUND SCANNER FUNCTIONAL

THE HOSPITAL CENTER RADIOLOGY DEPARTMENT announced that it is now capable of producing Ultra Sound X-Ray procedures.

The new equipment allows for the study of the configuration and size of body organs using an echo technique that can be likened to sonar that is used to direct submarines.

The Hospital Center has retained an experienced physician consultant to advise on this new service and Hospital Center technicians received special training at Episcopal Hospital in Philadelphia. The equipment is in use full service for both in and out-patients.

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MANAGEMENT DEVELOPMENT PROGRAM

FORTY-FOUR MEMBERS OF THE HOSPITAL CENTER'S MANAGEMENT TEAM will begin a 28-week program in Management Development conducted by Penn State University.

Two classes will be held each Thursday in the Hospital Center Board Room. Professor Samuel DeWald, of the Penn State Management Development Faculty, announced that the program will include topics such as motivation, principals and styles of leadership, problem solving, management tasks and responsibilities, time management and communication.

Department heads and supervisors from all areas of the Hospital, including Administration, Financial and Nursing will be participating in this program.

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EVENING HOURS FOR PAT

A RECENT ANALYSIS PROVED that the single greatest inconvenience for patients regarding the Pre-Admission Testing Program was from being unable to get away from their jobs. Elwood D. Ehr Gott, Administrative Assistant for Ambulatory Services, has announced that beginning September 11th, the Pre-Admission Testing Department will remain open Thursday evenings until 7 pm.

It is felt that the extension of hours will accomplish a greater volume of pre-admission testing.

Presently, 43% of all scheduled admissions have their routine tests done prior to the patient's actual hospital admitting date. The patient and family reaction to the PAT Program has been favorable thus far and it is hoped that the extension of hours into the evening will increase the community's favorable attitude.

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UNIT CLERK CLASS

TEN ADDITIONAL UNIT CLERKS will be added to the Center's staff on a part-time basis. Elizabeth Kropp, R.N., Unit Instructor, will be responsible for the training and orientation of the new personnel.

The new Unit Clerks are all nursing students from Allentown Hospital and will be assigned to evening and weekend duty following their training.



## RESPIRATORY THERAPY BEGINS CONTINUING ED PROGRAM

RESPIRATORY THERAPY DEPARTMENTS IN THE LEHIGH VALLEY have formed a local chapter of the American Association for Respiratory Therapy, Bradley Leidich, Technical Director for Respiratory Therapy, announced. The efforts of the new organization called the Lehigh Valley District of the Delaware Valley Chapter of the American Association for Respiratory Therapy will be presenting monthly educational lectures that will be held at Allentown Hospital Association, Sacred Heart Hospital, Allentown Osteopathic Hospital, Muhlenberg Medical Center, St. Luke's Hospital, Easton Hospital, Lehigh County Community College, and the Center.

Continuing education had been available in this field previously but the programs were conducted mainly in the greater Philadelphia area. The new branch organization will provide the therapists of the Lehigh Valley greater opportunity for educational advancement without extensive travel.

Dr. John P. Galgon will present the initial program on "Shock Lung" on Wednesday, September 24th, in the Hospital Center Auditorium.

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## FROM THE SUGGESTION BOX

SEVERAL REQUESTS WERE MADE through the Hospital suggestion system that separate smoker and non-smoker areas be designated at the Center's Dining Room. This problem was discussed at great length by the Center's Management Team and it was concluded that the concept is not feasible at this time.

While the management decision approved of the concept of separate sections, it is felt that because of congested cafeteria conditions at peak hours, it would not be practical or possible to enforce segregated seating because of the crowded conditions.

The problem of segregated facilities for smoker's and non-smoker's was also discussed regarding the Center's Auditorium and separate sections in this room will be made available as soon as appropriate ashtrays can be secured and installed on the seats. At this time, it is planned that the extreme right hand group of seats will be designated for smokers only.

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## CAFETERIA CLOSING

THE HOSPITAL CENTER CAFETERIA CLOSES at 9 pm. It is necessary that all employees be out of the Cafeteria by that time to give the Dietary personnel and clean-up crews the opportunity to complete their work.

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## RECORDS ADMINISTRATOR TO TEACH AT NCACC

KATHLEEN A. LYNCH, RRA, DIRECTOR OF THE MEDICAL RECORDS DEPARTMENT of the Center has been selected to teach the medical transcription section of a course offered at Northampton County Area Community College for the training of medical transcriptionists. The course, which begins in September, will comprise three semesters of forty-five hours per semester. Medical terminology and basic transcription skills will also be incorporated into the curriculum. Upon successful completion of the course the students will be awarded a certificate from the college.

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## MEMBERS OF THE MAGIC KINGDOM CLUB

JUST A REMINDER that there are special discounts for members on ticket books, vacation plans, motel accommodations and car rentals -- so if you are planning a trip to Walt Disney World, why not stop in the Personnel Office to see what is available to you.

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#### NEW NAME

HEART STATION is the new title of the EKG-EEG section within the Department of Medicine. Ellwyn D. Spiker, Hospital Center Administrator, announced the name change recently which includes EKG, Cardiac Cath Lab, Non-Invasive Lab and EEG.

The new title is more in line with the comprehensive functions related to cardiac care that the department offers.

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#### BENEFITS CORNER -- LIFE INSURANCE

AFTER SIX MONTHS OF EMPLOYMENT, full-time employees are covered by Group Life Insurance paid fully by the Center. We have recently changed carriers and employees filled in new insurance cards to become covered by the Massachusetts Mutual Life Insurance Company. Insurance is equal to 100% of the employee's base salary to the nearest \$1,000. The amount of insurance is automatically adjusted as salaries are adjusted. Pamphlets from Massachusetts Mutual should be received soon and will then be delivered to eligible employees.

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